

Geographic Information Systems Manager

The Comptroller of the Treasury is currently hiring for a Geographic Information Systems Manager, which starts at \$5,274 per month. This position is with the Office of Local Government and is responsible for direction of all Geographic Information Systems (GIS) functions.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Minimum Education and Experience

Graduation from an accredited college or university with a bachelor's degree in a related field of study and four years of experience in Geographic Information Systems. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

- Understand and proficient in the use of ArcGIS, ArcGIS Server, and SQL Server.
- Assist in the development and management of GIS project plans including requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.
- Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conducive to independent judgment, high performance and personal accountability.
- Assist in developing various layers and structure for all spatial data and coordinate with various departments to integrate digital data into platforms efficiently.
- Analyze GIS problems and provide immediate resolutions.
- Assist in developing standards for GIS deployment and use.
- Ensure the timely implementation of GIS-related projects.
- Provide GIS-related technical guidance and assistance to all divisions in the Office of the Comptroller of the Treasury.
- Understand emerging GIS technologies and their application to improve GIS services.
- Explain GIS-related technical issues and concepts to non-technical staff.
- Assess the spatial needs of divisions of the Comptroller of the Treasury and recommend solutions.
- Work with various skilled staff from other departments or outside agencies.
- Effectively present information and respond to questions from groups of managers, clients, outside agencies, and the general public.
- Maintain accurate client communication and project documentations.
- Respond to customer inquiries and concerns promptly and professionally.
- Evaluate individual performance and provide appropriate feedback.
- Conduct appropriate quality assurance processes to ensure accountability.
- Seize process improvement opportunities to streamline workflows and improve accuracy.
- Maintain and continually improve individual contribution to a service-oriented culture that supports customers and leadership.
- Communicate clearly and frequently with leadership, team members and customers.
- Utilize a high degree of tact and diplomacy in all interactions.
- Continually assess and communicate risk. Take action as assigned to document, control and mitigate identified risks.
- Use a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices and policy.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate should possess excellent verbal and written communication skills, outstanding organizational skills, and work well in a team environment. Candidates should possess the ability to work collaboratively with multiple levels of the organization. The candidate must be customer service oriented and demonstrate the character of a team member wanting to assist. Customer service skills must include friendliness, patience and compassion. A successful employee in this position will consistently demonstrate poise and a professional demeanor. Candidates should be detail oriented, should thrive in a fast-paced environment and should welcome and/or lead change while placing accuracy, consistency, confidentiality, and integrity at a very high priority.

Candidates should possess the following problem solving skills and results orientation:

- Successfully identify, analyze and solve problems
- Approach problems in a positive manner
- View impediments as solvable challenges
- Show patience in dealing with complex and time-consuming issues
- Identify practical solutions
- Resolve issues in a timely manner
- Analyze possible obstacles in order to identify solutions
- Keep supervisors apprised of status changes
- Process information in a disciplined and structured manner to ensure consistency

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.